



DEPARTMENT OF THE NAVY

COMMANDER
NAVY REGION, MID-ATLANTIC
1510 GILBERT ST.
NORFOLK, VA 23511-2737

COMNAVREGMIDLANTINST 1710.2C
PMSS-PM1
16 Mar 04

COMNAVREG MIDLANT INSTRUCTION 1710.2C

Subj: ADMINISTRATION AND USE OF CHEATHAM ANNEX RECREATION
COTTAGES

Ref: (a) BUPERSINST 1710.11C, Chapter 6
(b) DODINST 1015.10

Encl: (1) Cottages and Accommodations

1. Purpose. To provide policy and procedures for the administration of the Naval Weapons Station (WPNSTA), Yorktown Cheatham Annex Recreation Cottages.

2. Cancellation. COMNAVREGMIDLANTINST 1710.2B.

3. Background. Naval Weapons Station (WPSNTA) Yorktown, Cheatham Annex has an expansive Outdoor Recreation Complex located in the heart of the Historic Triangle formed by Williamsburg, Jamestown, and Yorktown. Over one thousand acres of forest provide the backdrop for golf, fishing, biking, hiking, boating, camping, nature walks, and just getting away from it all. The Recreation Cottages offer a quiet respite between visits to area amusement parks, historical sites, and recreational endeavors. The cottages are fully equipped with linens, towels and complete kitchens. Some have fireplaces and all have air conditioning, television, cable and phone.

4. Authorized Patrons. The Recreation Cottages are available for reservation by active duty military, reservists, retirees and their spouse, DoD civilian employees and others as listed in references (a) and (b). Patrons using the cottages are responsible for their family members and guests and must remain with them during the entire time of cottage occupancy. Priority for occupancy will be given to active duty personnel.

5. Cottage Availability. Thirty-one cottages are available for occupancy all year. Placement of personnel in the cottages will be on a first come, first served basis within the following priority groups: (1) Active Duty Military Incentive Program Participants; (2) All Active Duty Military Personnel; (3) Retirees and Reserve Military Personnel; (4) DoD Civilian personnel and others authorized recreation privileges in references (a) and (b).

6. Military Incentive Program. Commands may purchase prepaid cottage vouchers for issue to Sailors of the Quarter, Sailors of the Year, re-enlistees, etc. Holder of these vouchers may reserve cottages six months in advance. Contact the Cheatham Annex Morale, Welfare and Recreation (MWR) Administrative Office at DSN 953-7101 or commercial (757) 887-7101 for details and arrangements.

7. General Reservations

a. Reservations will be accepted from all primary eligible patrons and their family members (i.e., active duty, retirees, and reserves) six months in advance. DoD civilian employees and other authorized personnel may reserve three months in advance.

b. Reservations will be accepted beginning at 0800 each Monday (Tuesday if Monday is a holiday) six months in advance (e.g., call Monday, 15 September 2003 to make reservations for any time during the week of 15-21 March 2004). Reservations will be accepted by telephone only at DSN 953-7224 or (757)887-7224 from 0800-1200 on the first day of reservations. After 1200 each Monday, reservations will be accepted by phone, fax, mail, or in person at WPNSTA Yorktown, Cheatham Annex Building 284.

c. The cottages are very popular and reservations fill up fast. Once a reservation is accepted from an authorized patron there will be no bumping because of rank/rate, employment category or status.

d. A "stand by" reservation list will be maintained by MWR for military personnel who do not get their desired reservation. The active duty list will be exhausted before moving to the retiree list. Patrons on the "stand by" list will be notified in order when an opening occurs. They must accept the offer when notified or the cottage will be offered to the next person on the list. Openings that occur within seven days of the occupancy date will be filled on a first come, first served basis from all sources.

e. From Memorial Day to Labor Day inclusive, occupancy will be on a weekly basis (1600 Monday to 1100 the following Sunday) only. At other times the minimum occupancy is two nights. If and when a weekly rental cottage is vacated early, the cottage will be placed back in the pool of available units and the rental rate applies.

f. Cottages may be reserved by authorized personnel only and may not be transferred to others. Family members and guests may accompany sponsors in the cottages. Identification is required at time of check-in to ensure that only eligible patrons are utilizing the cottages.

8. Fees, Charges, Cancellations and Refunds

a. Per enclosure (1), daily and weekly fees will be charged for cottages per the published fee schedules available from the WPNSTA Yorktown, Cheatham Annex MWR office. The cottages have a maximum occupancy of six persons. No additional persons will be authorized to stay in these cottages. Morale, Welfare and Recreation parking permits will be issued for two vehicles per cottage. Additional vehicles must be parked in authorized parking areas. No parking is allowed on the grass or along side of the roads.

b. A non-refundable deposit of \$75.00 is required for each cottage at the time of reservation. Deposits may be charged to credit cards; VISA, Mastercard, Discover, and American Express Cards are accepted. The remainder of the fees are due and payable unless the reservation is cancelled seven calendar days in advance of the arrival date.

c. The remaining balance for the full period of the reservation must be paid at time of check-in. Refunds will not be issued for no shows, early departures, or late arrivals.

d. Guests are responsible for the material condition of the cottages and the safekeeping of assigned equipment and supplies. Charges in the event of damages and/or loss will be assessed to the sponsor.

9. General Information

a. Guest check-in and check-out will be at the Country Store (Building 130) during regular operating hours. Guests arriving after hours or departing before the store opens may make arrangements to pickup and leave keys at the main gate. Call the MWR Office at DSN 953-7224 or commercial (757)887-7224 to make special arrangements.

b. Guests may take possession of their cottage at 1600 on their date of arrival and must check-out of the cottage by 1100 on their date of departure.

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c. It is recommended that guests survey their cottage upon arrival and report any unsatisfactory condition immediately to Outdoor Recreation (757)887-7418; the MWR Office, (757)887-7101; or after hours to the Command Duty Officer, (757)887-7222. Guests are responsible for the general cleanliness of the cottage upon departure.

d. Guests may make arrangements for boats and recreation equipment in advance by calling the reservation office at DSN 953-7224 or commercial (757)887-7224. Guests are subject to Virginia State Fishing Regulations.

e. Pets are not permitted in or around the cottages. Pets may not be kept on a leash near the cottages, nor may they be confined in a vehicle. Please leave your pets at home or call the MWR Office, (757)887-7224 for a list of local vets that will board animals.

f. Three cottages are equipped for handicap access. They have ramps to the front door and special facilities in the rest room to accommodate guests with special needs.

g. Weapons are not permitted in the cottages, cottage areas, or in guest's vehicles. This prohibition includes bows and arrows, pellet guns, BB guns and firearms of any kind.

h. Special permission to hike or mountain bike in the woods or along the main patrol roads can be obtained by calling Security at (757)887-7222. Always obtain approval before entering the woods and trails because hunting is sometimes scheduled.

i. Tent camping is not permitted in the cottage areas. Recreation Vehicle and primitive campsites are available on base and subject to reservations. Campfires are prohibited in the cottage areas. Barbecue equipment is provided and must be attended to when in use.

j. The use of metal detectors and digging in the cottage and wooded areas of the base is not permitted. Visible artifacts such as arrowheads, shark's teeth, shells, etc. may be taken.

k. Cottage telephones may be used for local calls and calls between cottages. All long distance calls placed on cottage phones will be collected or charged to a telephone credit card. A 24-hour access pay phone is available at the Country Store, Building 130.

10. Cottage Non-availability. Should a reserved cottage become unavailable because of over scheduling, inclement weather, frozen plumbing, or some other unforeseen circumstance, the MWR Department will assist the patron in finding suitable accommodations in the area for the same period.

11. Group and Command Use. Requests from commands and other authorized groups for cottages in connection with unit fishing tournaments, golf tournaments, reunions, and other special functions must be made in writing to the WPNSTA Yorktown Installation Commander, 120 days in advance. Only command requests for a variance from Monday to Sunday policy during summer months will be considered. All correspondence must be addressed to:

Installation Commander
WPNSTA Yorktown, Cheatham Annex
Attn: MWR Site Manager
108 Sandra Avenue
Williamsburg, VA 23185

12. Responsibilities. The MWR Site Manager, Cheatham Annex is responsible to carry out the policies and procedures established by this instruction.


J. M. MCDONNELL
By direction

Distribution: (www.cnrma.navy.mil)
All regional MWR Activities

COTTAGES AND ACCOMODATIONS

Daily Rate: Year round prices, 2 night minimum stay, Labor Day to Memorial Day

*Lower Rates are for Sunday through Thursday stays.

*Higher rates are for Friday & Saturday stays.

ALL CABINS:	<u>Military Rate</u>	<u>DoD Civ Rate</u>
	\$59/\$79	\$69/\$89

VIP CABINS:	<u>Military Rate</u>	<u>DoD Civ Rate</u>
	\$65/\$85	\$75/\$95

Weekly Rate: Must book for entire week (Monday-Sunday)
Memorial Day-Labor Day

ALL CABINS:	<u>Military Rate</u>	<u>DoD Civ Rate</u>
	\$394.00	\$454.00

VIP CABINS:	<u>Military Rate</u>	<u>DoD Civ Rate</u>
	\$430.00	\$490.00

A non-refundable/non-transferable \$75.00 deposit is required when making a reservation. Check-in is 1600 the day of arrival & check-out is 1100 the day of departure.

6 Months in advance for Active Duty Military, Retired Military, Reserves and National Guard and Coast Guard and their family members.

3 Months in advance for DoD Civilians.

Reservations are taken on Mondays, 0800-1600 (757) 887-7224, DSN 953-7224

PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE

Enclosure (1)